

12 February 1958

MEMORANDUM FOR: ERA Division Chiefs

FROM: Chief, Economic Research Area

SUBJECT: Revised Materials for FY '59 Program Planning

1. Attached hereto are: (1) revised NIE and NIS schedules; (2) revised schedule of other area-wide support projects, and (3) list of self-initiated area-wide projects originally planned to be completed in FY '59. These schedules and lists, which were revised in accordance with suggestions made at the meeting on 6 February, include every such project which can now be foreseen, including some which are still tentative, and it replaces the list circulated on 3 February.

2. Each division is requested to take the following action with respect to program planning for FY 1959:

a. Review carefully the attached project list for accuracy and completeness, and note any changes which are required, such as the addition or deletion of projects, or modification in due dates or in the listing of contributors.

b. Identify and note any area-wide projects currently underway which are scheduled for completion in FY 58 but will not actually be completed until FY 59, and should therefore be re-scheduled in the new program. This should include a statement of estimated man-hours required in FY 59, by component, and proposed new due dates.

c. Estimate the research-hours required, by project, for each branch in the division scheduled to participate in the area-wide projects listed in the attachments to this memorandum.

d. Prepare written proposals (forwarding information copies to each other division) for self-initiated area-wide projects recommended for inclusion in the FY 59 program, including suggested terms of reference, list of contributors, and proposed timing.

3. It is requested that all of the information specified in paragraph 2 be submitted to this office in duplicate not later than 21 February 1958. As now planned, the proposals for self-initiated area-wide projects will be considered at meetings to be held on 25 and 27 February.

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4. Following agreement upon the entire program of area-wide projects for FY '59, each division will be supplied with a schedule showing the estimated allocation of man-hours to all area-wide projects and will be requested to start detailed planning of branch research projects. The objective will be to have all major parts of the program in shape for discussion with the panel of consultants during the week of 31 March - 4 April.

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